



Request to use Church premises for private functions

Name of individual or organisation

Contact telephone number

Rooms required (please tick. *NB the rooms beyond the ladies toilets in the large hall are not available*)

Outreach Hall (large hall) Fellowship Hall (small hall)

Church building Church Lounge

Date(s) required

Time required (start and finish)

Type of activity
(eg Party, drama group etc)

Approximate number of people likely to attend

Are you a member* of Woodside Baptist Church?

Yes No

*Church membership is a formal status. For more information contact the pastor or elders

If not a member, which Church member or members will be in attendance? (At least one Church member must be present throughout the time the rooms are in use)

Date of request

I have read and agree to abide by the conditions in the use of rooms policy document. Signed (user)

This box must be signed by the person responsible for the booking

Name of person responsible for opening up and locking up

Approved by (on behalf of the Church)

This box must be signed by a Trustee of Woodside Baptist Church

- Please note that the use of any part of the Church premises is a privilege and not a right even for Church members. All people using any part of the buildings are expected to leave them clean and tidy at the end of their activity with furniture returned to the place it was in at the beginning and all crockery, cutlery, cooking equipment and the like washed and returned to the correct storage areas and all rubbish removed.
- Whilst no formal fee is charged for the use of the premises for non Church based activities it is felt that a reasonable donation should be made to cover the cost of heating, lighting, water etc. The size of the donation is left to the discretion of the user but should reflect the time of year, length of use and number of people involved.
- **PLEASE NOTE, COMPLETION OF THIS FORM DOES NOT CONSTITUTE PERMISSION UNTIL SIGNED AS APPROVED**